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THE LATEST NEWS IN THE WORLD OF CM/ECF

What's New?

Notice to CM/ECF Participants:

The Clerk's Office has delayed the implementation of the newest version of the CM/ECF software. The reason for the delay was based on feedback from other Courts. The information we received indicated some problems with response time, especially for external users. As a result the Systems Staff has been diligently pursuing every possible option to insure a positive result for all of our users. We are committed to making your experience with CM/ECF positive, pleasurable and profitable.

Registered CM/ECF participants will be provided notice prior to any upgrades to the CM/ECF program.

? REMINDER: The public office hours for the Clerk's Office have changed. The new hours are 8:00 a.m. to 4:00 p.m. Of course that doesn't affect CM/ECF users. You still have 24/7 access to the Clerk's Office. ?

In this issue...

- *What's New*
- *New Participants*
- *Common Docketing Errors*
- *About ECF Filing Fees*
- *July 03 Statistics for all Divisions*
- *How to Boot Courtroom PCs*
- *Insuring Correct Creditors*

New CM/ECF Participants

- # Brad Baldwin
- # Charlotte Thacker
- # Coral A. Robinson
- # Cynthia L. Horton
- # David Blazek
- # David L. Miller
- # David Passino
- # Ed Danowitz
- # Gail Baylor
- # H. Matthew Horne
- # Howard Beer

J. Christopher Miller
 # James T. White
 # James Frenzel
 # James Goad
 # James D. Hollingsworth
 # James M. Kimbrough
 # Jennifer Patterson
 # Jerry Daniels
 # Jonathan Ginsberg
 # Kathleen M. Womack
 # Kevin A. Foreman
 # Lee P. Morgan
 # Marian Gannett
 # Michael Gorove
 # Miles Rich
 # Richard S. Alembik
 # Richard Pechin
 # Richard A. Rice
 # Stace Warman
 # T. Jeff Moore
 # Thomas Kenney
 # Thomas J. Prenovost, Jr.
 # William T. Johnson

- d. Statement of Intent (if Ch.7)
- e. Attorney Disclosure
- f. Summary
- g. Verification
- h. Matrix (if filed)

The Chapter 13 plan should always be created as a separate PDF document as well as any other document (application to pay in installments, employer deduction order, etc.)

It is also equally important that the /s/ is indicated on all lines where the debtor(s) or debtor's attorney signature is needed.

3. When creating your petition, please be sure not to put the debtor(s) names in all capital letters. This information needs to be in upper and lower case (e.g., John Doe - not, JOHN DOE)

4. All Chapter 7 cases should be opened as "no asset" cases. The trustee will determine at a later date if assets are available to creditors.

5. If you are filing a Consent Motion for Relief from Stay, you must attach a copy of the Proposed Consent Order. If the Proposed Consent Order is not attached, the Clerk's Office is required to charge a fee of \$75.

6. When you are filing a response/objection to a document on file, please click on Answer/Response under the Bankruptcy Menu. You will then choose "Refers to an Existing Motion/Application". A screen will appear which lists all the motions that are on file. Please be sure to link the response to the document by clicking inside the box next to the entry. Your final text should have a similar phrase: (related to motions(s)[24]) included.

The same is true when you are filing Withdrawal of a Document from the Other Category. The sentence which asks if this is

Common Docketing Errors

1. When attorneys submit orders terminating Employer Deduction Orders, a distribution list is attached. The Clerk's Office cannot send this to the employer through the Noticing Center as he is not listed. The attorneys must serve these orders in the same manner as they serve the Employer Deduction Order at the beginning of the case.

2. Please check your petition software and be sure that the forms are created in the following order. If you are unsure how to move them around, please contact the vendor.

- a. Voluntary petition
- b. Statement of Financial affairs
- c. Schedules A - J

related to an existing document will require you to click on inside the box. The next screen will then prompt you to pick the category in which the original document is located (motions, misc, etc). If you don't remember which category it is in, you can highlight the complete list which will pull up the entire docket sheet. Your final text should have a similar phrase: (related document(s) [7]) included.

7. In an Adversary proceeding, the Clerk's office will return one sealed copy of the Summons for each defendant listed on the Complaint, however, on occasion, such as a corporation, additional copies may be necessary for service. Therefore, when docketing the event "Request for Issuance of Summons", please indicate in the *free text* box the number of copies of the Summons you need returned with the Court Seal. Your entry should look similar to the following:

Request for Issuance of Summons (*3 Copies*)
filed by XXXXXX on behalf of XXXXXX
(xxx)

8. A reminder to upload creditors has been placed at the conclusion of the Bankruptcy Case Opening process. If you are using the Automatic Case Upload program this does not apply to you.

The Clerk's Office appreciates your attention to these matters.

About ECF Filing Fees...

? NOTE: All CM/ECF attorneys are required, as of July 1, 2003, to process credit card payments online within 24 hours of filing the pleading or petition.

If you have any questions relating to filing fees, please contact the Financial Administrator in Atlanta at 404-215-1132. Lynn Saunders will be happy to help you!

? ? ?

Don't forget to notify our Financial Administrator if there are any changes with your credit card holder (i.e. card expired, new account number, etc.). Please call 404-215-1132 and notify her of your new credit card expiration date.

A new Credit Card Authorization form must be submitted on all new credit card accounts. This form is provided for your convenience online. Click this link to access this form.

www.ganb.uscourts.gov/misc/cardauth.pdf

ONLINE NEWSLETTER

This newsletter and previous issues are available for online viewing at
http://www.ganb.uscourts.gov/ECFDOCS/latest_news_in_the_world_of_ecf.htm

FEEDBACK

We value your participation and opinion!

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STATISTICS
THE NORTHERN DISTRICT OF GEORGIA
July 2003

Division	Total Cases Filed	Total ECF	Percentage
Atlanta	2372	1373	57.88%
Gainesville	335	248	74.02%
Newnan	407	318	78.13%
Rome	430	322	74.88%
Totals	3544	2261	63.79%

How To Boot Up the Courtroom PC's and Login to CM/ECF

Objective: this document will describe how to turn on the courtroom PC's and how to log them in to CM/ECF using the public PACER account

Lawyer PC A or B:

1) Turn the video switch box dial to position A: Standalone PC

2) Power up the flat panel display device

3) Power up the computer

4) Press Control-ALT-Delete keys simultaneously when prompted

5) At the Windows login screen, verify the login-name such as 1401_a

6) Leave the password field blank, just press enter

7) The Windows desktop will appear

8) Start the Netscape program by double clicking on the Netscape desktop icon

9) Click on the Live Document Filing System link

10) At the CM/ECF login screen, enter following:

login: pt0151

password: z5h9&per

11) Click the login button

You may then browse to display your calendar or whatever docket you wish.

END

Lectern PC: skip step 1 and follow steps 2 through 11.